

ALLENSTOWN SEWER COMMISSION
35 Canal Street, Allenstown, NH 03275
Tel. (603) 485-5600 - Fax (800) 859-0081

DATE: July 9, 2013

PLACE: Allenstown Wastewater
Treatment Facility
35 Canal Street

TIME: 4:30 PM

ALLENSTOWN SEWER COMMISSION
REGULAR MEETING

Transcribed from notes by Andrea Martel

NOTE: ALTHOUGH THESE MINUTES MAY CONTAIN QUOTES, THEY ARE NOT VERBATIM. MANY SECTIONS CONTAIN A GENERAL DESCRIPTION OF THE REMARKS OF THE PARTICIPANTS AS INTERPRETED (BOTH INDICATED) BY THE TRANSCRIBER AND SHOULD NOT BE RELIED UPON AS THE ACTUAL INTENT OF THE PARTICIPANTS STATEMENTS. ADDITIONALLY, MANY STATEMENTS HAVE BEEN OMITTED, CONDENSED, AND GENERALIZED, BASED ON THE INTERPRETATION OF THE TRANSCRIBER AS TO ITS RELEVANCE, CONTENT SPECIFICITY, ACCURACY, AND/OR CONFORMITY TO ANY APPLICABLE STATUTE. THE TRANSCRIBER ASSUMES NO LIABILITY FOR THE CONTENTS OF THIS DOCUMENT.

In attendance were: Lawrence Anderson Chairman; Jeffrey McNamara Commissioner; Carl Caporale Commissioner; Peter Boettcher; John Jackman Hoyle, Tanner & Associates; Andrea Martel Administrative Assistant; Jeff Backman Assistant Superintendent; and Dana Clement Superintendent.

Meeting was called to order at 4:30 PM.

ORDER OF BUSINESS:

1. Opening of Bid Requests for Court Street Sewer Main Replacement.

- John Jackman opened the sealed bids and read the bottom line numbers.
- M.A. Bean Associates: \$83,735.00
- Felix Septic Service: \$61,160.00
- DBU Construction: \$106,161.60
- John H. Lyman and Sons Excavating Contractor: \$84,288.00
- William P. Davis Excavation: \$78,875.00
- NorthEast Earth Mechanics, Inc: \$99,481.00
- John Jackman will review all bids to ensure they qualify and the amounts are accurate.
- A contract will be awarded at the next meeting to be held on July 23, 2013.

2. Review correspondence, disbursements and purchase orders.

- Commissioners signed all disbursements and purchase orders.

3. Peter Boettcher-update on projects.

- Discussed needing one more coring hole for the new PH building and two more coring holes for the clarifier. The roof has been installed on the new decolor building and the insulation has been started. Discussed sending out specific lab tests to allow for the operators more time on the projects that need to be completed. Commissioners agreed.

4. Michael Trainque-Hoyle & Tanner.

- John Jackman update: the interns have completed mapping of the sewer system, collecting data for all signs in town, working on verifying the drainage system with the Highway Department personnel, working on entering all data into program. Mike is working on a contract for CMOM and VUE Works.

5. Minutes for June 26, 2013.

- Carl made a motion to accept the minutes as typed for June 26, 2013. Jeffrey seconded the motion. Motion passed unanimously and minutes were signed.

6. Discuss IT contract with the Town.

- Reviewed three (3) proposals submitted to the Town of Allenstown for a town wide IT service contract. Commissioners agreed that the Sewer Commission is not ready at this time to be a part of the IT contract. However, once all computers and software has been installed and completed the Sewer Commission will discuss the IT services.

7. Review and approve 2nd quarter sewer rents.

- Carl made a motion to table the sewer warrant for 2nd quarter due to it not being ready for approval. Jeffrey seconded the motion. Motion passed unanimously.

8. Review any old or new business with Administrative Assistant, Assistant Superintendent & Superintendent, including updates on current facility projects.

- Jeff B. updates: Wrote a response letter to the Fire Department regarding inspection, at this time received no response.
- Andrea updates: Reviewed and signed June hauler billing detail and sewer user adjustment journal. Discussed the preparation for the 2014 budget schedule. Discussed Houle Avenue sewer line. Houle Avenue is a private service however, would like to meet with them to discuss adopting it as a town sewer main and/or working with them to correct the defects in the line. No decisions made and will discuss further at a later time. Discussed approving changing of hours for office assistant. Commissioners agreed to have the office assistant change hours to 8:30 to 5:00 Monday, Wednesday, Thursday and Friday.
- Dana updates: Discussed manhole agreement. Item #9 of agreement was not agreed upon with the Road Agent. Commissioners requested to have the Road Agent present at the next meeting to discuss and come to an agreement. Discussed Felix lining some services and point repairs for no charge as part of his training. Andrea will be working with Felix. Discussed having employees work on the weekends to complete projects. Commissioners agreed to pay overtime as long as employees only work on a specific task regarding a project.

With no further business to discuss, Commissioner Carl Caporale motioned to adjourn, second by Commissioner Jeffrey McNamara motion carried by unanimous vote, meeting adjourned at 6:45 PM.

✓ MINUTES ACCEPTED

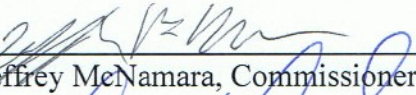
 WITH AMENDMENT



Lawrence Anderson, Chairman

7-23-13

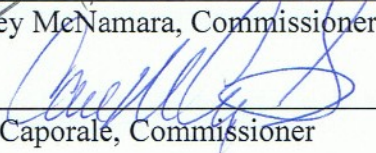
Date



Jeffrey McNamara, Commissioner

7-23-13

Date



Carl Caporale, Commissioner

7-23-13

Date